



Constitution and Bylaws of the Riverside Intermediate School Parent Teacher Organization

Article I Name

Section I

The name of the organization shall be Riverside Intermediate School Parent Teacher Organization and may be referred to hereafter as the RSI PTO.

Section II

The fiscal year of this organization begins on the first day of July, and ends the last day of June. Scientific purposes under section 501(c) (3) of the Internal Revenue Code.

Section IV

No part of the net earnings of the RSI PTO shall inure to the benefit of, or be distributable to its members, trustee, officers, or other private person, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purposes clause hereof. No substantial part of the activities of the RSI PTO shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the RSI PTO shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

Section V

Notwithstanding any other provision of the document, the RSI PTO shall not carry on any other activities not permitted to be carried on by (a) an organization exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code or (b) an organization, contributions to which are deductible under section 170(c) (2) of the Internal Revenue Code.

A Upon the dissolution of the RSI PTO, the assets shall be distributed for one (1) or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or shall be distributed to the federal government, or to a state or local government, for a public purpose.

B However, if the named recipient is not then in existence or no longer a qualified distribute, or unwilling or unable to accept the distribution, then the assets of the RSI PTO shall be distributed to a fund, foundation, or organization which is organized and operated exclusively for the purposes specified in section 501(c) (3) of the Internal Revenue Code.

Article II Purpose

Section I

The Riverside Intermediate School PTO is a non-profit, nondiscriminatory organization established to:

- A. Promote the welfare of the students, the home, the school and community.
- B. Establish a closer relationship between the educators and parents working cooperatively.
- C. Develop an interest in the students, the home, the school and community.
- D. Raise funds to provide enrichment for the school's population and facilities.
- E. To keep parents and teachers informed of issues discussed at meetings and under consideration by the RSI PTO.





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Section II

- A. The RSI PTO shall cooperate to support the improvement of education in ways that will not interfere or conflict with the administration of the school or its policies.
- B. Upon the request of, and in cooperation with, the appropriate administrators and/or school officials, the RSI PTO may provide constructive input, suggestions and/or assistance towards the development of the school cooperation.

Article III Membership

Section I

Membership shall consist of all parents and legal guardians of students enrolled in the School and all members of the faculty and administration of the School ("Members"). Each Member carries the privilege of holding office, making motions, debating and voting at the meetings of the Members. All current PTO Executive members will remove all previous PTO Executive members not elected in the fiscal RSI PTO year from all accounts, including but not limited to bank accounts, emails, Amazon, Club Wholesale, and others.

Section II

All Members shall be entitled to cast one (1) vote with respect to any matter to be submitted to the Members for a vote during any general or special meeting of the Members.

Article IV Meetings

Section I

- D. General RSI PTO Meetings of the Members: There must be a minimum of four (4) general RSI PTO meetings of the Members during the School year. A meeting for the election of officers shall be held in April each year. Five (5) days notice shall be given for a change of date for any meeting, except in the case of an emergency. The schedule of the General RSI PTO Meetings will be determined by the Executive Board, no later than August 1, and will be listed on the School website. Members will receive additional notification in advance of all meetings, at a minimum of 5 days. Special meetings of the Members may be called by the School Principal, any Executive Board member, or upon written request of no less than five (5) Members. Special meetings must take place within seven (7) business days from the request. All requests for special meetings shall state the purpose(s) of the proposed meeting, and the business transacted at such meetings shall be confined to the purposes stated in the request.
- E. The majority of the members present at a general or special meeting shall constitute a quorum for the transaction of business. All members are eligible to vote on any issues before the RSI PTO. Abstention votes will not be counted. All voting done of the Members will be by a raise of hands.
- F. Immediately following any meeting of the elective officers, Executive Board and/or Board, a report must be presented at the next scheduled meeting of the RSI PTO.
- G. The following order of business is recommended for all General RSI PTO Meetings.
 - A. By consent, the order of business may be reversed when it is deemed necessary or advisable.
 - B. The order of Business for the Riverside Intermediate School RSI PTO meeting shall be:
 - a. Opening of the meeting by the President
 - b. Secretary's Report - approved or amended if necessary
 - c. Treasurer's Report
 - d. Report from Committees
 - e. Principals Report
 - f. Unfinished Business
 - g. New Business





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- h. Announcement of coming Dates
- i. Adjournment

Section II

Nominating Committee

- A. The committee shall consist of the Past President (or another Officer in the absence of a Past President), and one or two committee members at the time of their appointment.
- B. The President shall serve on the Nominating Committee in ex officio capacities.
- C. The Nominating Committee shall distribute a survey in March to the members. The purpose of the survey shall be to gain recommendations from the members for Officers and chairpersons.
- D. The slate of candidates for the ensuing year shall be presented by the Nominating Committee at the April Public Meeting. These candidates shall be presented to the members at the April Public General Meeting and voted on publicly. The Principal and President shall serve ex-officio.

Section III

Elections

- A. Elections shall be a majority of all votes by ballot of the membership in attendance.
- B. The elections of Officers shall be held at the April Public Meeting. Duly elected Officers shall assume their duties after the last scheduled RSI PTO meeting of the school year.

The nominating committee chairperson and the Principal shall count the ballots.

Section IV

Officer Vacancy

Should a vacancy occur on the board, the elected Officers shall appoint a replacement from the existing board members prior to the next scheduled RSI PTO meeting. In case the vacancy occurs in the office of the President, the Vice President and remaining shall assume the position and duties of the President.

Section V

Duties of the Officers

- A. Members shall perform their respective duties as defined in the Job Descriptions set forth in the "Standing Rules."
- B. Its duties shall be to appoint committee chairpersons and to facilitate business of the RSI PTO as necessary.

Section VI

Removal from Office

Officers can be removed from office with or without cause by a two-thirds vote of those present (assuming a quorum) at a regular meeting where previous notice has been given.





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Article V *Executive Board*

Section I

- A. The Executive Board will consist of the elected officers of the RSI PTO and the Principal of the School, or his/her designee and one (1) teacher representative or his/her designee.
- B. The Executive Board duties will be to approve the plans of the standing committees, to fill vacancies in office; to transact such business as may be referred to by the RSI PTO, and to establish a proposed budget for the upcoming year.
- C. A majority of the Members of the Executive Board will constitute a quorum.
- D. No person shall hold the same position on the Executive Board for more than three (3) consecutive years.
- E. Executive PTO Meetings: There must be a minimum of four (4) meetings during the school year. These meetings are open only to the Executive Board Members. Others may attend upon the approval of the Executive Board.
- F. Public PTO Meetings: There must be a minimum of four (3) meetings during the school year. These meetings are open only to the Executive Board Members and the Public.

Article VI Officers

The officers of the RSI PTO shall be the President, the Vice President, the Secretary, the Treasurer and Membership chair (Member at Large). They will be elected during the April meeting of the Members and will hold office from June 1 of that year to May 31 of the following year. The term of each officer will be for one year.

- a. **President** - The President will preside at all meetings of the PTO and of the Executive Board. The President will be members, ex-officio, of all standing committees. The President will appoint the chairman/co-chairman of all standing committees. The President will designate each Executive Board Officer to serve as liaison to all standing committees to facilitate communication. The President will serve on the Superintendent's Advisory Board, and will perform all other duties usually pertaining to the office. Served at least one year on the Executive Board in another position before becoming President. Serve as Past President following term. The President will also support weekly communication via school communication newsletter at school and will also support and promote social media for engagement.
- b. **Vice President** - The Vice President(s) will preside in the absence of the President, will coordinate volunteer activities, and perform other duties as assigned by the Executive Board. The Vice President can be elected to office as President the following year. Assist with recruiting opportunities for various chair positions. Support with seeking fundraising opportunities. The VP will also support weekly communication via school communication newsletter at school and will also support and promote social media for engagement.





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- c. **Secretary** - The Secretary will keep minutes of all meetings of the PTO. And keep a copy of the minutes of each meeting in the PTO Google Drive. The Secretary will be responsible for records and correspondence pertaining to the business of the PTO except those of the Treasurer, and will be responsible for the distribution of the PTO minutes to the members at the Executive meetings. The Secretary will also support weekly communication via school communication newsletter at school and will also support and promote social media for engagement.

- d. **Treasurer** - The Treasurer will receive all monies of the organization and will keep an accurate record of all transactions. The Treasurer or his/her designate, will attend PTO functions that generate money and be responsible for the collection of the money. The Treasurer will present a statement of account at every PTO meeting and at other times when requested by the Executive Board. At the close of the year, the treasurer will have the books ready for review by an accountant who is appointed by the Executive Board. The Treasurer will also support weekly communication via school communication newsletter at school and will also support and promote social media for engagement.

- e. **Membership Chair (Member at Large)** - is responsible for recruiting parents and teachers to become members and be involved throughout the year. Assists the Board in whatever capacity is needed. Supports school events, committees, and programs whenever needed. Creates and manages PTO sign up and supports communication on Social Media. The Member at Large will also support weekly communication via school communication newsletter at school and will also support and promote social media for engagement.

Article VII *Standing Committees*

Section I

There may be as many standing committees as deemed necessary by the Board to carry out the RSI PTO objectives.

Section II

All chairpersons shall work within approved budget constraints. Any variance over Twenty-Five Dollars (\$25.00) must be approved by the Elected Officers.

Section III

The chairperson of each committee will attend RSI PTO meetings and report committee progress. The chairperson or a representative from the committee which involves a scheduled activity or event, will be required to attend the PTO meeting prior to and after the committee's scheduled event.





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Article VIII *Finances*

Section I

An auditor(s) shall be appointed by the Executive Board each spring. The auditor shall conduct a limited review of cash disbursements of the Treasurer's books and the report shall be completed by July 1st and read at the first meeting of the year. The Treasurer of that previous year shall work in cooperation with the auditor(s).

Section II

The Executive Board shall approve the proposed budget before it is presented to the membership at the first scheduled meeting of the year.

Section III

Any expenditure exceeding Two Hundred and Fifty Dollars (\$250.00) must be approved by a majority vote of the Executive Board.

Section IV

Any expenditure exceeding Five Hundred Dollars (\$500.00) must be approved by a majority of the membership in attendance at a regular or special called meeting.

Section V

The proposed budget must be voted upon by the membership at the first (1st) scheduled meeting.

Article IX *Parliamentary Procedure*

Section II

"Robert's Rules of Order Revised (latest edition)" shall govern this organization and Board in all cases in which they are applicable and in which they are consistent with the Constitution, Bylaws and Standing Operating Procedures of this RSI PTO.

Article X *Amendments*

These bylaws may be amended at any regular or special meeting of the PTO by a two-thirds (2/3) vote of voting members present, provided that the proposed amendment has been submitted in writing by the Board, or by a committee authorized by the Board, due notice of the proposed to amend having been given at the previous regular meeting of the PTO.

REVISED: September 2024

